Email Tone Detector Answer Key

- **Email 1 → Formal**

  Reason: Uses professional language, respectful greeting/closing, and businesslike content.

- **Email 2 → Friendly**

  Reason: Warm tone between friends, casual phrases like "talk soon" and "coffee date."

- **Email 3 → Urgent**

  Reason: Direct, immediate instructions with words like "immediately" and "without delay."

- **Email 4 → Casual**

  Reason: Relaxed, informal style between classmates with light offers of help.

Teacher Notes / Guide

- This worksheet develops awareness of **tone and audience** in written communication.

- Encourage students to highlight words that reveal tone (e.g., "Sincerely" for formal, "Talk soon" for friendly, "immediately" for urgent).

- Extension: Ask students to **rewrite one email in a different tone** (e.g., make the friendly email more formal, or the casual email more urgent).